

# **Somerset County Public Schools**

## **Job Description**

<b>Job Title:</b>	<b>Food and Nutrition Services District Manager</b>
<b>Department:</b>	<b>Food and Nutrition Services</b>
<b>Reports To:</b>	<b>Chief Financial Officer</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Prepared By:</b>	<b>Helen Riggins/Paige Larmore/Beth Whitelock</b>
<b>Prepared Date:</b>	<b>October 8, 2014</b>
<b>Revised Date:</b>	<b>December 14, 2016</b>
<b>Approved By:</b>	<b>Superintendent</b>
<b>Approved Date:</b>	<b>December 14, 2016</b>
<b>Revised Date:</b>	<b>July 9, 2018</b>

### **I. Summary**

This position is responsible for planning, administration, and direct operation of the food and nutrition programs in the schools. Work involves responsibility for directing and developing all phases of food service management to include: kitchen layout and design; marketing; employment training; menu planning; purchasing of food commodities and kitchen equipment.

### **II. Essential Duties and Responsibilities include the following:** Other duties may be assigned by the Deputy Superintendent, Director of Schools, Chief Financial Officer or the Superintendent.

- Performs periodic inspections of each food service facility to review implementation policies and evaluate the total operation with food service manager in order to provide the most efficient operation and as directed by the Maryland State Department of Education (MSDE).
- Assists with the staffing process as it pertains to interviewing applicants, hiring, promoting, and terminating employees according to established guidelines.
- Establishes equipment needs and projects future requirements.
- Reviews all free and reduced price meal applications for accuracy if required. Verifies information based on Federal Regulations.
- Meets and confers with school administration and parents/guardians as necessary.
- Arranges for staff coverage when absences occur; substitutes when necessary.
- Codes all accounts payable to proper categories.
- Completes all necessary local, state, and federal reports.
- Responsible for the implementation of labor allocations and staffing formulas, including the cost per labor hour.
- Ensures that proper sanitation and food handling procedures are followed.
- Maintains health department standards and records.
- Plans and conducts in-service activities.
- Prepares menus to ensure nutritional guidelines are met.
- Monitors the fiscal operation to ensure profitability in collaboration with the Finance department.
- Coordinates the bidding and procurement of food and non-food items.

- Member of the Student Wellness Committee.
- Responsible for the compliance of Food and Nutrition Services grants.
- Identifies and /or performs other duties of similar scope and complexity as assigned by the Chief Financial Officer.

### **III. Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **A. Education and/or Experience**

A high school diploma is required; Associates Degree in Food and Nutrition is preferred. Experience in the field of food service; knowledge of public school food service programs is preferred. Leadership experience in program operation is also preferred.

#### **B. Certificates, Licenses, Registrations**

Must have sanitation certification (Safe-Serve) or must obtain within 6 months of hire. Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) endorsement is required. A valid driver's license is also required.

#### **C. Language Skills**

Ability to read, analyze, and interpret safe food handling practices and HACCP regulations. Must understand and communicate to staff functions of meal planning and federal meal guidelines. Ability to write, understand and complete on time reports such as inventory, production records, and accountability forms. Ability to effectively present information and respond to questions from groups of students, parents, and staff.

#### **D. Mathematical Skills**

Thorough knowledge of addition, subtraction, multiplication and division. Must be knowledgeable of all units of measurement associated with food quantities and be able to convert to measurement requested.

#### **E. Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **F. Computer Skills**

To perform this job successfully, an individual should have working knowledge of computer operation and Spreadsheet software, Word Processing software, and computerized point of sale systems. Pursues training and development opportunities to expand job knowledge. Data analysis is an essential function of the job.

#### **G. Other Skills and Abilities**

Thorough knowledge of the National School Lunch and Child Nutrition Program regulations and policies. Thorough knowledge of sanitation and safe food handling practices to include HACCP. General knowledge of food service equipment. General knowledge of nutritional requirements and menu planning. Thorough knowledge of the operation of cash registers. Ability to perform bank reconciliations. General knowledge of accounts payable and accounts receivable. Basic knowledge of the principles of leadership and interpersonal skills.

#### **H. Other Qualifications**

Must be able to travel to in-county and out-of-county meetings as requested. Must be dependable. Ensures work responsibilities are covered when absent.

### **IV. Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Reports potentially unsafe conditions. Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **V. Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Must have ability to work in temperatures from 0 degrees when in the walk-in freezer to 85 degrees in the cooking area.